FALFIELD PARISH COUNCIL

2025-26 Internal Audit, Annual Governance and Accountability returns and Supporting documents

Contents

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INTERNAL AUDIT REPORT

Falfield Parish Council for the financial year ending 31st March 2026

This Internal Audit was undertaken in accordance with the guidance set out in the 2025 edition of the SAPPP Practitioners Guide. Falfield Parish Council is not an exempt authority.

REVIEW OF ISSUES RAISED IN 2024/25 INTERNAL AUDIT REPORT

The Internal Audit for the financial year ending 31st March 2025 was undertaken by Emma Pattullo. No issues were identified nor recommendations made.

REVIEW FOR 2025/26

Internal Audit Objective	Findings	Recommendations
A – Accounting Records	The council maintains good clear accounts. A sample of transactions was tested and no issues were identified.	None
B – Financial Compliance	The council maintains good records with clear documentation for payments. VAT is properly accounted for.	None
C – Risk	The council undertook a risk assessment and maintains a suitable risk register. The council holds an adequate suite of insurance policies at appropriate levels.	None
D – Precept and Budget	The precept was set following approval of a sufficiently detailed budget. The council regularly reviews performance against budget. The Council holds a general reserve of £4.7k, corresponding to approx. 37% of its budget.	None
E – Income	The council has limited income outside the precept.	None
F – Cash payments	No cash payments.	None

G – Salaries and PAYE	Evidence provided that the council pays in accordance with PAYE requirements	None
H – Asset Register	The council maintains a thorough register. No changes in period.	None
I – Bank Reconciliations	Regular reconciliations were undertaken and reported to council	None
J – Accounting basis	The council maintains its accounts on a receipts and payments basis which is suitable for this size authority.	None
K - Exemption	Not applicable	None
L – Transparency Code	Note applicable, but the council maintains a transparent website demonstrating best practice in publishing of information.	None
M – 2024/25 Public Rights	The council published the notice and provided a period in accordance with requirements.	None
N – 2024/25 AGAR Publicity	The council has published the AGAR and Internal and External Auditors reports.	None
O – Digital and Data	The council has a suite of data protection policies and policies covering website and email use. The council does not have an IT policy. The website does not display an accessibility statement, the relevant webpage is blank.	The council should adopt a comprehensive IT policy, specifically covering using of council equipment. The council should prepare a website accessibility statement.
P - Charities	Not applicable	None

OTHER GOVERNANCE MATTERS

The 2024/25 External Auditor's Report contained specific comments about reserves. Whilst it is recorded as being circulated as correspondence, the council did not formally receive this report. SAPPP outlines that the Internal and External Auditor reports should be formally received by the council with any arising decisions noted in the minutes. The council should ensure it considers such matters in the future.

AGAR Internal Audit Report 2025/26 return

Annual Internal Audit Report 2025/26

FALFIELD PARISH COUNCIL

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During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			✓ n/a - no petty cash
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")*			✓ n/a
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR *(see AGAR Page 1 Guidance Notes).*	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.		✓	See attached report
P. **(For local councils only)** Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 30/04/2026

Name of person who carried out the internal audit: ADAM KEPPEL-GREEN

Signature of person who carried out the internal audit: [redacted]

Date: 30/04/2026

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

RECEIPTS & PAYMENTS STATEMENT FOR 2025/26

Falfield Parish Council

Statement of Accounts for the Financial Year end 31st March 2026

2024/25		2025/26	Comments
53,795.39	**OPENING BALANCE**	**14,337.24**	
33,556.87	**RECEIPTS**	**38,235.02**	
	of which:		
10,864.00	Precept	11,075.00	
11,797.23	VAT refund	8,331.47	Covers the period 2024/25
10.00	Rentals / refunds	10.00	Village Hall pepercorn rent
1,492.45	Interest	742.32	
1,684.00	Insurance Claim	0.00	
7,709.19	Community Infrastructure Levy income	18,076.23	
73,015.02	**PAYMENTS**	**17,873.37**	
	of which:		
8,348.69	Clerk's Salary/PAYE	8,935.45	
382.12	Administration	589.68	
120.00	Office Costs	100.00	
242.00	Parish Council website & emails	632.00	
420.00	Audits	315.00	
10.00	Village Hall Lease	10.00	
264.00	Insurance & Fees	300.00	
368.74	Subscriptions	373.73	
0.00	Training	85.00	
196.30	Hire of Hall for meetings	178.75	
1,684.00	Asset Replacement	0.00	
1,780.00	General Maintenance	885.73	
440.64	Grass cutting (localism charge)	459.12	
48,637.75	Grants made from Community Infrastructure Levy income	4,037.36	
1,300.00	Expenditure from Community Infrastructure Levy income	0.00	
211.56	Utilities	212.42	
277.75	Donations	377.75	
8,331.47	VAT paid out	381.38	This will be reclaimed from HMRC during 2026/27
14,337.24	**CLOSING BALANCE**	**34,698.89**	
	EARMARKED RESERVES		
	of which:		
	Election Expenses	3,025.00	The amount shown against the Community Infrastructure level can only be used of the provision, improvement, replacement, operation or maintenance of infrastructure; or, anything else that is concerned with addressing the demands that development
	Travel	281.90	
	Training / Meetings	140.00	
	Community Infrastructure Levy	26,511.74	
	TOTAL EARMARKED RESERVES	**29,958.64**	
	BALANCE (GENERAL RESERVES)	**4,740.25**	

The above statement represents the financial position of the Council as at 31st March 2026

Signed [redacted]   Signed [redacted]

James Carpenter Locum Clerk & RFO   Chair

Date 18/5/2026.   Minute Ref 3044/26.1.3.

Annual Governance Statement (Section 1) for year ending 2025/26

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

FALFIELD PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed Yes	Agreed No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevent.

	Yes	No	N/A	
9. **(For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.**			✓	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

	Yes	No*	
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.		✓	has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

18/05/2026

and recorded as minute reference:

3044/26.1.4.

Signed by the Chair and Clerk of the meeting where approval was given:

Chair [redacted]

Clerk

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Accounting Statements (Section 2) for year ending 2025/26

Section 2 – Accounting Statements 2025/26 for

FALFIELD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	53,795	14,337	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value **must** agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	10,864	11,075	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	22,693	27,160	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	8,349	8,935	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	64,666	8,938	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	14,337	34,699	*Total balances and reserves at the end of the year. **must** equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	14,337	34,699	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	14,935	14,953	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

[redacted]

Date 18/05/2026

I confirm that these Accounting Statements were approved by this authority on this date:

18/05/2026

as recorded in minute reference:

3044/26.1.5

Signed by Chair of the meeting where the Accounting Statements were approved

[redacted]

Supporting documents

Explanation of Significant Variances

Accounting statements 2025-26

By completing this box, the figures will pull through to the relevant tabs of the workbook to assist you in reporting on the significant variances

	Year ending				Notes and guidance	Explanation required
	31-Mar-25	**31-Mar-26**	**Variance £**	**Variance %**	**Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.**	
1. Balances brought forward	53,795.00	14,337.00			Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year	
2. (+) Precept or Rates and Levies	10,864.00	11,075.00	211	2%	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	No explanation required
3. (+) Total other receipts	22,693.00	27,160.00	4467	20%	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	Please explain within the relevant tab
4. (-) Staff costs	8,349.00	8,935.00	586	7%	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	No explanation required
5. (-) Loan interest/capital repayments	-	-	0	0%	Total expenditure of payments of capital and interest made during the year on the authority's borrowings (if any).	No explanation required
6. (-) All other payments	64,666.00	8,938.00	-55728	-86%	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	Please explain within the relevant tab
7. (=) Balances carried forward	14,337.00	34,699.00	34681		Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	Please explain in the Reserves tab
Bal c/f checker	14,337.00	34,699.00				
8. Total value of cash and short term investments	14,337.00	34,699.00			The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - **to agree with bank reconciliation.**	
9. Total fixed assets plus long term investments and assets	14,935.00	14,935.00	0	0%	The value of all the property the authority owns - it is made up of all its fixed assets and long term investments as at 31 March.	No explanation required
10. Total borrowings	-		0	0%	The outstanding capital balances as at 31 March of all loans from third parties (including PWLB).	No explanation required

For explanations required highlighted please ref to pages 9 to 11

Box 3 Receipts

Other receipts

2025	22693	2026	27160
		Difference	4467
		% Change	***20%*** Yes explain

Use the table below to breakdown your explanation

(consider any fixed assets that have been sold and ensure reflected in explanation in box 9 fixed assets)

Please ensure you complete the value for both years, please do not provide the movement only.

	2025 £	2026 £	Difference	Explanation (Ensure each explanation is quantified)
	11797	8332	-3465	Reduced VAT reclaim covering 2024/25
	1492	742	***-750***	Reduced interest received on savings account due to lower reserves
	7709	18076	***10367***	Increase in Community Infrastructure Levy Income
	10	10	***0***	Village Hall Pepercorn rent
	1684	0	***-1684***	Insurance claim made in 2024/25
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
Total	**22692**	**27160**	**4468**	

Box 6 Payments

All other payments

2025	64666	2026	8938
		Difference	-55728
		% Change	***-86%*** yes explain

Use the table below to breakdown your explanation

(consider any fixed assets that have been purchased and reflect in explanation in box 9 fixed assets)

Please ensure you complete the value for both years, please do not provide the movement only.

	2025 £	2026 £	Difference	Explanation (Ensure each explanation is quantified)	Is this purchase an asset and reflected in Box 9
	49938	4037	-45901	Reduction in grants made from the Community Infastructure Levy income	No
	940	1500	560	Office, administration and website costs (including hire of room for meetings)	No
	420	315	-105	External audits	No
	264	300	36	Annual Insurance	No
	369	374	5	ALCA and SLCC Subscriptions	No
	2221	1345	-876	Maintenance - Grass cutting £440.64 , repairs to hall roof £1,440.00 , installation of AED £250.00, b	No
	212	212	0	Utilities - electricity supply on Village Green	No
	278	378	100	Donations made under section 137	No
	1684	0	-1684	Purchase of two replacement wooden benches	No
	8331	382	-7949	VAT paid	No
	10	10	0	Village Hall lease	No
	0	85	85	Training	No
			0		
			0		
			0		
Total	**64667**	**8938**	**-55729**		

Reserves

	Reserves					
	Box 7	34699	Precept	11075		
				£	**£**	**£**
	Earmarked reserves:					
		Travel		282		
		Training/Meetings		140		
		Elections		3025		
		CIL		26512		
					29959	
	General reserve			4722		
					4722	
	Total reserves (must agree to Box 7)					**34681**

Bank Reconciliation

Bank reconciliation 2025-26

This reconciliation should include **all** bank and building society accounts, including short term investment accounts.
It **must** agree to Box 8 in the column headed "Year ending 31 March 20XX" in the Accounting Statements of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority:	FALFIELD PARISH COUNCIL		
County area (local councils and parish meetings only):	SOUTH GLOUCESTERSHIRE		
Financial year ending 31 March 20XX			
Prepared by (Name and Role):	JAMES CARPENTER - LOCUM CLERK & RFO		
Date:	17th April 2026		
		£	£
Balance per bank statements as at 31/3/2026:			
	Unity Trust Bank - Current Account	995.0	
	Unity Trust Bank - Savings Account	33,704.0	
[add more accounts if necessary]			
			34,699.0
Petty cash float (if applicable)		-	-
Less: any unpresented cheques as at 31/3/2026 **(enter these as negative numbers)**			
	NONE		
[add more lines if necessary]			
			-
Add: any un-banked cash as at 31/3/2026			
	NONE		
			-
Net balances as at 31/3/2026			**34,699.0**
What is the figure in Box 8 in the Accounting Statement?			
Does the bank reconcilation above agree to Box 8?	No - Error in the above bank reconcilation or the figure in box 8		